

**Space Family Education, Inc.  
Board of Director's Open Meeting**

**February 17, 2005**

***Safety Report***

**Director & Vice President**

Ms. Vandersand reported that the Childcare Center started tracking injury and illness incidents for monthly reporting. Ms. Vandersand said that she would work with Mr. Sullinger, NASA safety representative, to determine how to categorize children related problems such as biting.

Ms. Vandersand read the injury and illness incidents data for January. Injuries: 1 bit lip, 1 bit tongue, 16-bitten, 5-bruise, 17-bump, 1-cut/laceration, 4-fall, 1-hit, 2-pinch, 4-red mark, and 5-scratch. Illnesses: 1-diarrhea, 1-fever, 1-fever and fussy, 1-fever with cold, 1-fever with cough, 1-fever with runny nose, and 1-vomit. Ms. Vandersand said that there might have been illnesses that are not recorded or reported because the child stayed at home. Mr. Nguyen asked whether parents are required to call and inform the Childcare Center. Ms. Hirning said that parents are not required to call in, but are encouraged to do so.

Parents asked about the purpose of collecting injuries and illnesses data. Ms. Vandersand explained that the purpose is to look for trend in safety related problems. One parent said that NAEYC requires that we track these data for accreditation. The Board clarified that the Childcare Center does it to maintain and improve safety. Ms. Vandersand said that she would look for and report trends as more monthly data are collected.

Ms. Vandersand reported that the JSC ambulance was called recently for one of the teachers because of health problem.

***Director Report***

**Staffing**

**Resignations:**

Ms. Hirning reported no new resignation. One parent asked about hearing Ms. El is resigning. Ms. Hirning said that Ms. El has been saying that for a while now, but has not decided how soon.

**New Hires:**

No report

**Other:**

No report

## **Operations**

### **Facility:**

Ms. Hirning reported that NASA came out to work on the roof again on Monday. They sealed around the cupola on the roof.

Ms. Hirning reported that the childcare center had a NASA Head Quarter/OSHA inspection on February 11<sup>th</sup>. The inspection found no violations, but cited a few recommendations; needing a thermometer in the teacher lounge refrigerator, requiring a container/case for the children thermometer

### **Special Events:**

Rodeo events start next week with the Trail Riders coming next Tuesday, February 22<sup>nd</sup>, at about 3:30pm. Mr. Hirning reminded parents to come early because the road will be close when the Trail Riders come through.

Next Wednesday, February 23<sup>rd</sup>, the childcare center will have rodeo clowns and animals.

Next Friday, February 25<sup>th</sup>, is the rodeo cook out. The childcare center will grill hot dogs for the children and parents. Amy H. will bring her pony for the children to pet.

The children vision and hearing screening will take place today.

Ms. Hirning said that March 7<sup>th</sup> -11<sup>th</sup> is spring break for the Kindergarten children.

Ms. Hirning said that March 1<sup>st</sup> the teachers would have training on SIDS, Shaken Baby, and Brain Development

### **Other:**

No report

## ***Committees Report***

### **Education Curriculum**

No report

### **Playground**

Ms. Hirning reported that NASA facility people are hooking up the pump to improve drainage in the bid kid playground. The pump was put in when they did the drainage work, but it was not hooked up. Also, NASA will remove one of the tree stumps in the playground, and remove a tree branch that had fallen.

A parent asked whether NASA sends people to examine the surrounding trees for broken branch. Ms. Hirning replied, no, but that she would put in a work order to ask NASA to check for weak or broken branch as needed.

Another parent asked whether the childcare center treat the playground with any pesticide. Ms. Hirning said that NASA treats the building every three months and they would do the playground whenever we asked.

### **Newsletter and Webpage**

A newsletter was release recently.

One parent pointed out that the webpage is not up to date with the correct list of room captains. Mr. Nguyen took the action to ask Mr. Manoj to update the webpage, and to also remove class links with old pictures of the children, as suggested by one of the parents.

One parent said that the staffs' last names are not listed on the webpage for looking up email addresses, and asked if the staffs/teachers have emails. The Board said that not all staffs/teachers have emails. The Board said that it had asked NASA IT for emails for the teachers, and is waiting for the response. The Board mentioned some issues/concerns with emails for the teachers; not all teachers will use them, not all rooms have computers, not sure how the teachers spend time checking emails, etc...

Ms. Gomez mentioned that the Memorandum of Understanding (MOU) between NASA and the childcare center is now posted on the web. The MOU describes agreement with NASA on services we receive

### **Room-1**

No report

### **Room-2**

No report

### **Room-3**

No report

### **Room-4**

No report

### **Room-5**

A parent reported that a stomach virus is still going around in Room 5.

### **Room-6**

### **Room-7**

A parent reported that the room is doing fine with the exception of some illnesses.

### **Room-8**

"Good."

### **Room-9**

"Fine."

## ***Board Members Report***

### **Policies and Procedures** (Jennifer Lewis)

Ms. Lewis said that she has distributed the new changes/updates to the Parents Handbook.

Ms. Lewis said that Handbook makes references to the Emergency Action Plan (EAP), but when she looked up the EAP, she found an older version of the EAP is posted in the lobby. Ms. Lewis said that the EAP was overhauled in October 2003 with an update to one of the evacuation site, and that she would update the one in the lobby.

Ms. Lewis discussed plan for the Standard Operational Procedures (SOP) to cover and consolidate information from the Staffs Handbook, Parents Handbook, and others. Ms. Lewis said that she may put together a committee with volunteer members to help with the SOP effort, and hoped that the new Board would continue with taking over this effort.

A question was asked if the SOP would be distributed for review by the membership as part of the development process. Ms. Lewis said that it would go out for review. Mr. Nguyen reiterated that a first draft of the SOP with the existing information is needed to be put together first. A question was asked on how would the membership know about the SOP development effort or when would it start. Ms. Lewis said that she would put out a memo asking the membership for volunteers.

### **Treasurer** (Jennifer Mason)

Ms. Mason distributed the financial report for the month. Ms. Mason said that she would soon arrange to have budget meeting because she is seeing a budget shortfall in her forecast. Ms. Mason explained that because of the continual mis-coded bus loans/payments on the accounting software, and missing expenditure from the last year budget (summer camp teachers salary), the monthly financial reporting failed to show that we've been operating with a lost every month.

Ms. Gomez asked whether we did close the Merrill Lynch account. Ms. Mason answered that the ML account still has about \$800, and that it is being consolidated in the Sterling account. Ms. Gomez asked about the \$3600 not yet categorized in the budget. Ms. Mason said that it has not been categorized and included in the financial report.

Ms. Mason said that summer camp generated additional income for the Center, but not enough to cover the full year according to her estimate. Ms. Mason pointed to the last five pages of the financial report, Budget versus Actual, to show the over budget spending. Again, Ms. Mason said that because of the way the payments for the buses are categorized in the Quickbook software, we've been getting a snapshot of the monthly spending without the payments for the buses.

Ms. Mason reminded everyone that we did not have a tuition increase last fall because the budget was thought to be able to cover all the expenses. Ms. Lewis also added that last summer we had a few parents left the Center and forfeited the security deposit instead of paying the two weeks tuition (required two weeks notice), and that left us with several weeks without tuition.

A question was asked about auditing of the SFEI financials. Ms. Mason reported that the audit for the fiscal year 2004 is going on right now, by Ms. Geraldine Clayton (an accountant volunteered to audit SFEI books).

Ms. Mason asked Board Members to meet the following Monday to review the current budget situation. Ms. Mason said that she would review her data and put together all the necessary information needed for the budget meeting. Ms. Mason said that the budget meeting is open to the general membership and that she would send out a notice of the meeting time and place.

**Secretary** (Louis Nguyen)

No report

**Vice President** (Erica Vandersand)

No report

**President** (Susan Gomez)

Ms. Gomez reported that a "Suggestion Box" was placed in the foyer for parents/members to use to provide comments and suggestions.

Ms. Gomez said that she had completed the November accidents investigation report and shared the findings with the parents of the children. Ms. Gomez said that she is still determining how to summarize the findings and share it with the membership without compromising private information.

To address recent safety concerns and questions regarding the Childcare Center accreditation, Ms. Gomez gave a summary of inspections that the Childcare Center sees; OSHA inspection every 6 months, fire safety, Texas Department of Family and Protective Service (State) inspection annually (last visit in March 2004), National Association for the Education of Young Children (NAEYC) accreditation/license good from August 2001-2006. Ms. Gomez said that she and Ms. Hirning are now reviewing the NAEYC package (on requirements) for the next license renewal. Ms. Gomez reported that currently our staffing schedule meets our 2001 accreditation requirement, but not the new NAEYC guidelines. Ms. Gomez said that we are letting NAEYC know about this, and are asking questions regarding our situation.

Ms. Gomez reported that Ms. Hirning has checked with State regarding the new regulation from September 2003 requiring childcare providers to report all injury incidents requiring medical treatment, and found that we've not reported these incidents to the State. The State was made aware of this.

A question was asked whether the Childcare Center checked with NAEYC on similar violation. The answer was No.

A question was asked on what the Childcare Center does to ensure the teacher/child ratios are met. Ms. Hirning said that she would look for chronic violations, and that the teachers would let her know if they are left under staffed. A discussion on how the Center plan to meet NAEYC standards took place. Questions from parents included; would a committee be formed to ensure we meet NAEYC standard, whether NAEYC accreditation is required. Ms.

Gomez said that she and Ms. Hirning would be reviewing NAEYC package and asking NAEYC questions to prepare for the license renewal next year. Also, Mr. Gomez answered that NAEYC accreditation is a requirement because it was specifically stated in the Memorandum of Understanding (MOU) with NASA.

A question was asked since the Childcare Center is a part of NASA, shouldn't we ask NASA for an operating budget. Ms. Gomez said that NASA owns the land and facility and provides utilities and maintenance services as stated in the MOU. Ms. Gomez also pointed out that the MOU is up for renegotiation January 2006.

With respect to a facility for summer camp, Ms. Gomez reported in the middle of the discussion/negotiation with CCISD regarding the use of the Space Center Intermediate School facility, NASA legal said that we would have to pursue it without NASA's help. Ms. Gomez believed that she and Ms. Hirning could continue the discussion/negotiation without official help from NASA.

### ***SFEI Members Report***

#### **Walk-ons**

A question was brought up about recent rumors and emphasis on safety. The Board asked for examples of rumor, and examples were given regarding emphasis on using NASA Close Call reporting system and rumor about JSC Center Director's concern about safety at the Childcare Center.

Mr. Graham answered that the JSC Center Director asked him about the Childcare Center, and that it was a personal question and Mr. Graham responded to him. Mr. Graham said that the environment at the Childcare Center is not safe. Mr. Graham said that the Childcare Center is the most discussed topic at the top level of management. Mr. Graham mentioned that fact that the JSC Center Director would close the Childcare Center if it were not safe.

Many parents were concerned and asked many questions about the facts behind the Childcare Center safety and the JSC Center Director involvement. Parents made many pluses and minuses comments about the Childcare Center and disagreed on some points, but asked Childcare Center and NASA to work to resolve any issues. Mr. Graham insisted that the minuses about the Childcare Center are due to the management, and has requested a meeting with the Board to address his issues and concerns. Ms. Lewis explained that Board is addressing this in the appropriate way/manor, and that we (Childcare Center) has not had any direction from NASA to address any issue or concern, but the Board is willing to work this both internally and to whatever NASA requires.

An issue was brought up and discussed about term limit for the Board. The Board explained that a By-Laws amendment was brought to and voted by the membership last year to remove term limit for the Board of Directors.

A question was asked about protection against NASA or an individual closing the Childcare Center. The Board said that it would inform the membership of any NASA decision regarding the Childcare Center. Ms. Hunt (NASA's liaison) was asked whether NASA has

been involved in these issues. Ms. Hunt replied that NASA has open communication with the Board Members, and that it is informed of all things required reporting from the Childcare Center.

Mr. Sullinger (NASA's safe representative) commented on NASA safety culture and how it is evident at the Childcare Center. He believed that the Childcare Center is very safety conscious and it is doing its best to provide quality safety program.

A group of SFEI teachers joined the meeting and asked to make a statement on behalf of all the teachers. The teachers said that the rumor about teachers threatening to walk out is false, and that the staffs are completely behind the Director and the Board. The teachers felt that the continual issues and petty complaints of safety concerns made them feel like incompetents. The teachers said that they care for and love the children, and they want nothing more than a safe and nurturing environment for the children. The teachers asked SFEI parents to trust them to take care of children safely. Ms. Schroeder commented that the staffs and teachers work very hard for the children and that they do make mistakes at times, but the staffs and teachers do want to work to overcome any trust issues with the parents.

Participants at the meeting had a big discussion about different views regarding safety, the teachers and staffs, the Director and the Board management ability. Many were able to agree, that overall, the Childcare Center is a very good place. Some parents agreed with Mr. Graham and commended his effort to pursue safety for the Center and to identify issue with the Childcare Center management. Others disagreed with the order that the safety issue was brought up to the JSC Center Director without first been worked through the SFEI Board of Directors, and how inappropriate conducts and miscommunications lead to misunderstanding between teachers/staffs, parents and SFEI management. Mr. Graham explained that he has been trying to work with the Board to develop the SOP and to improve communication between parents and SFEI management. Many of the participants agreed that the parents and SFEI management should move forward so that problems and issues do not affect the care of the children.

Ms. Lewis said that the Board is trying to be responsive to parent's issues and inputs, but too many were brought up in recent months. The Board said that it would meet with Mr. Graham tomorrow to discuss his issues and concerns that the Childcare Center violated State and NAEYC regulations. Mr. Graham said that he would like to invite Ms. Thompson-Fowler to the meeting with the Board, and that he would like to clear up any communication problem.

### **Old Business**

SMO Review of SFEI Safety Process – Mr. Nguyen reported that he had forwarded to Ms. Graham NASA's response that it would not conduct an independent review if SFEI safety process.

### **New Business**

None

### **Attendance:**

BOD: Louis Nguyen, Jennifer Lewis, Jennifer Mason, Susan Gomez, Erica Vandersand

SFEI Staffs: Kristy Hirning, Shelley Schroeder, Nancy Coppedge, Dianna Ritter, Ms. Vanessa, Ms. Ricki, Ms. Sharisse, Ms. Wanda

NASA Liaison: Candy Hunt

NASA Safety Representative: Tom Sullinger

Sharon and Mike Marston, Trish Caffey, Margaret Gibb, Arne Aamodt, Debbie and Michael Berdich, Melanie Saunders, Jeff Bartlett, Scott Dunham, Mathew Geraghty, Linda Spuler, Liana Rodriggs, Oscar and Vickie Gutierrez, Cady Coleman (Simpson), Deborah and Lee Graham, Valerie Fowler, Lee-Ann Audet, Ron Spencer, Peggy Carruthers, Lara Kearney, Alex and Valerie Saldana

The next meeting will be March 17, 2005  
11:30 AM - 1:00 PM